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Security Information

Spec. Asst. (Admin.) to DD/I Diary

Friday, 9 January 1953

1. Arranged a meeting between [REDACTED] (DD/A) and [REDACTED] (Chief of O/CD Graphics) to discuss the question of attendance at film presentations in the light of proper utilization of employee time. [REDACTED] had suggested a current review of the question which was originally raised by an O & M staff study in 1951. It was agreed that there was no apparent problem from an employee utilization standpoint but rather that film presentations constitute a valuable intelligence tool in providing an effective way of disseminating intelligence information to the analysts. It should be noted that a large portion of film presentations are devoted to training and the DD/P area. I recommended against a consumer sampling at this time as it did not appear to be warranted based on the discussion. [REDACTED] agreed to present the results of our discussion to [REDACTED]

2. Assisted [REDACTED] (O/SI) in implementing the submission of requests for the approval and financing of a consultants' advisory panel to review the problem of "unidentified" objects.

3. Concurred for DD/I, after clearance with DD/P offices, in Personnel's draft notice on "uniform" employee record files as revised per our suggestion to permit continued use of presently maintained records which are considered to reasonably meet the objective. Concurrence was with the understanding that the DD/I offices will not be required to maintain in the visible card files data such as training and qualifications, addresses, etc., if such information is presently maintained or available to the office from machine-indexing, employee qualification questionnaires, or through other suitable means."

4. Advised [REDACTED] of proposed travel by personnel of O/NE under their approved program and suggested that DD/P might wish to have a more liberal policy relative to contact with DD/P personnel than has been the case with O/CI considering the responsibilities of the Board members, etc.

5. Secured the concurrence of AD/CI and AD/SI in the draft cable to [REDACTED] providing answers to several administrative questions which he had raised concerning individuals who may be involved in the reduction in [REDACTED]

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